

Trustee Programs

1. The Public Library Trustee: General Overview of what they do, how to do it, and what to do next. (from 45 minutes to 4 hrs. depending on whether I discuss in length each duty of the board or just do a quick general overview)

Who is the board team, what are the responsibilities, how does a board work as a team

2. Library Advocacy (short version about 1 hr. retreat version about 2 hrs.)

What is involved, who are the players, why library advocacy is so important to the local library

3. Everything You Wanted to Know About a Public Library Budget from Creation to Execution (short version about 1 hr., complete about 3 hrs)

Goes through the terms related to budgeting, history of budgeting, property taxes in Indiana, forms used, timetables needed, process(es) involved fund by fund and who is responsible for the different parts of the budget

4. The Public Library Trustee and the Public Library Director - Governance and Management (about 1 1/2 hrs.)

Management or Governance-(1) The library board as micro-managers and why this isn't good; (2) Way the board can begin to release the reigns back to the director; (3) Reasons for not comparing the new library director with the old one, especially when there was a bad experience with the former director. (Sometimes it hard for a library board to let go after having to take over from either a complete mismanagement of the library or the former director had been there forever and did it all. (4) The relationship of the board to library staff--chain of command, appropriate methods of board/staff interaction. (80 hr. week when the board thought they were only working a 40 hr. week)

5. The Public Library Trustee and Policies (about 1 hr.)

Goes through what trustees are responsible for in governance with an emphasis on policy making, policies required by Indiana law and Public Library Standards.

6. The Unserved Area and How to Begin to Bring It Into Your Library District (about 1 hr)

Goes through the process(es) for taking in unserved areas and the possible tax impact it will have on the new area.

7. Committees, Meetings, and the Open Door Law (about 1 to 1 1/2 hrs.)

Meetings, Committees, Officers - (1) The purpose of meetings, how to conduct productive meetings more efficiently, and how to evaluate your board's meeting procedures/ (2) The purpose of committees, rules for committee conduct, and how to evaluate your board's committee operations; (3) Duties of all officers of the board, and the practical do's and don'ts for all officers.